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CONCEPT FOR PRELIMINARY PLANNING PHASE

(Construction at Langley Site)

1. SITUATION

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- a. Elements of the Agency Headquarters, which could and should be located at Langley, are housed in [REDACTED] buildings in the Metropolitan area. Three of these buildings are expected to be demolished after 1 January 1965, and four others are subject to possible evacuation under GSA plans in the 1965-70 period.
- b. Some elements in these fourteen buildings have a need to remain in the Metropolitan area.
- c. It is expected that \$200,000 will be made available to support a preliminary planning phase to determine the requirements for space in the 1965-70 period and cost of construction needed to house elements at the Langley site.
- d. A broad estimate of construction requirements was developed and provided DD/S for use in obtaining \$200,000 necessary to accomplish the preliminary planning phase. Construction costs were broadly estimated as in the range from \$26 to \$31 million.

2. MISSION

To develop preliminary plans and initial cost estimates for additional construction at the Langley site necessary to house all elements of the Headquarters that could and should be so located.

3. OPERATIONS

- a. This operation will be under the immediate supervision of the Chief, Building Planning Staff, Office of Logistics. He will organize his Building Planning Staff which, with assistance of various elements of the Agency, can perform the following functions:
 - (1) Determine space requirements of each element of the Agency for the 1965-70 period.
 - (2) Develop plans for optimum utilization of the Headquarters building to satisfy part of these requirements.

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GROUP 1
Excluded from automatic
downgrading and
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- (3) Develop plans for utilization of buildings in the Metropolitan area to satisfy requirements for space in the city.
 - (4) Develop preliminary plans for new construction needed at the Langley site which would satisfy the residue of requirements.
 - (5) Accomplish site selection.
 - (6) Develop initial cost estimates for the necessary construction.
 - (7) Prepare a presentation for use before the Bureau of the Budget and Congressional Committees in requesting funds for the necessary construction.
- b. This operation will be divided into four phases as follows:
- (1) Phase I
Organization of the Building Planning Staff to be completed by 15 July 1963.
 - (2) Phase II
Solicitation and review of requirements to be completed by 1 November 1963.
 - (3) Phase III
Development of plans for optimum utilization of the Headquarters building and for space assignment in the Washington area to be completed by 1 January 1964.
 - (4) Phase IV
Development of preliminary plans for new construction (including site selection), initial cost estimates and presentation to be used in requesting construction funds to be completed by 15 February 1964.
- (Phases II, III, and IV will be conducted concurrently in as much as available data will permit.)

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4. ORGANIZATION

- a. A Steering Committee will be organized to establish necessary policies and resolve any differences arising over space needs. This committee will be chaired by the Executive Director (or his designated representative) and will have the DD/P, DD/I, DD/R and the DD/S (or their designated representatives) as members.
- b. The Building Planning Staff will consist of at least the following representation assigned on a full-time basis:
 - (1) Chief
 - (2) 2 Secretaries
 - (3) 5 Liaison Officers (one each from DCI, DD/P, DD/I, DD/R and DD/S)
 - (4) 1 Communications Liaison Officer
 - (5) 1 Security Liaison Officer
 - (6) 1 Logistics Services Liaison Officer
 - (7) 4 Architects and Engineers

5. POLICIES

- a. The representatives on the Building Planning Staff from each major component (DCI, DD/I, DD/P, DD/R and DD/S) will establish contacts with each subordinate element of their respective components. These channels will be used to solve space problems for each element.
- b. Space requirements for the period 1965-70 will be obtained through the above established channels.
- c. Space requirements must be based on projected strengths, grade structure, and operational needs.
- d. Each set of requirements will be reviewed by the Chief, Building Planning Staff under Agency and GSA standards, and in accordance with guidance provided by the Steering Committee. Changes will be recommended and placed into effect if accepted by the component representative. The matter will be referred to the Steering Committee for resolution, if not accepted by the component representative.

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- e. Requirements to be satisfied in the Headquarters building will be based upon guidance to be provided by the Steering Committee.
- f. Requirements for space in the city will be satisfied in a building or buildings agreed upon by GSA and the scheduled occupants.
- g. Construction at the Langley site will be based upon the residue of space requirements.
- h. The Chief, Building Planning Staff, will be the official contact with GSA, PBS and architect and engineer contractors, who may be engaged to assist in planning.
- i. Design for new construction will be compatible with appearances of the Headquarters building.

6. COMMUNICATIONS

Channels of communications to be followed:

- a. Chief, Building Planning Staff
- b. Director of Logistics
- c. Deputy Director (Support)
- d. Steering Committee

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